




KANSAS DEPARTMENT OF CORRECTIONS

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|  | INTERNAL MANAGEMENT POLICY AND PROCEDURE | SECTION NUMBER 10-132 | PAGE NUMBER 1 of 2 |
| | | SUBJECT: PROGRAMS AND SERVICES: Unit Team Responsibilities for Inmates at Larned State Security Hospital | |
| Approved By:  Secretary of Corrections | | Original Date Issued: 06-18-90 | |
| | | Current Amendment Effective: 04-21-06 | |
| | | Replaces Amendment Issued: 05-07-01 | |
| Reissued By:  Policy & Procedure Coordinator | | The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 05-26-11 | |

POLICY

Unit team personnel at the Larned Correctional Mental Health Facility (LCMHF) shall be responsible for monitoring the progress of inmates housed at the Larned State Security Hospital (LSSH) and shall maintain the official facility record for such inmates.

DEFINITIONS

Case materials: Includes, but is not limited to, the facility master file, unit team file, medical file, and mental health file.

Larned State Security Hospital (LSSH): A psychiatric hospital for the treatment of inmates with acute psychosis and other mental illnesses.

PROCEDURES

I. Disposition of Records for Inmates Transferring to LSSH

- A. Upon transfer of an inmate to the LSSH, the sending facility should forward all case material to LCMHF, Records Department.
- B. The computer file should be keyed for access by the sending institution.

II. Case Monitoring

- A. The classification administrator at LCMHF shall designate a Unit Team Counselor to perform routine inmate program classification reviews on those inmates housed at LSSH in accordance with IMPP 11-106.
- B. The designated Unit Team Counselor at LCMHF shall request written progress/status reports on those inmates housed at LSSH as needed.

III. Parole Related Services

- A. Parole hearings for inmates housed at LSSH shall be scheduled at LCMHF.
- B. LSSH shall be provided with a list of names of inmates in need of a parole hearing and a scheduled date of the parole hearing.

- C. LCMHF shall be responsible for transporting inmates to and from parole hearings.

IV. Discharge from LSSH

- A. Upon discharge from LSSH, male inmates and all case related materials should be returned to LCMHF.
- B. Upon discharge from LSSH, female inmates and all case related materials should be scheduled for transfer back to the appropriate KDOC facility.
 - 1. These arrangements shall be coordinated by the LCMHF staff member designated to coordinate with LSSH.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

IMPP 11-103, 11-106, 12-110

ATTACHMENTS

None.